

Office of International Outreach

International Programs Office at Texas A&M University

Memoranda of Agreements

Summary

An International Memorandum of Agreement (MOA) is an important document, since it initiates formal interaction between TAMU and universities and other organizations or institutions in another country. The easiest way to develop an MOA and initiate the approval process is to work with your College representative to the **International Programs Enhancement and Coordination Committee**.

An Agreement that involves students must be carefully considered and described in detail in a Supplement (see What is a Supplement?). The MOA Supplement must be specific about activities and expectations relative to the MOA objectives, as well as the student objectives, e.g., degree programs, undergraduate/graduate status, reciprocal exchange, collaborative research, immigration status, State Department status of the country involved, financial responsibility, etc.

MOA Agreements that include reciprocal educational exchange program (REEP supplement) are discussed in detail in the guidelines. In a very broad sense, REEP agreements provide TAMU students (registration and fees are paid at Texas A&M) opportunities to take courses or pursue research at a foreign university, then students from that university (who pay tuition and fees at their home) are allowed to matriculate here, without paying TAMU registration and certain fees. Over the five year period of the agreement, a balance of students coming and going must be maintained. As expected, REEP agreements are carefully written and closely monitored.

Some foreign institutions feel that a period of relationship building is useful to the process so a faster, non-official version of the Memorandum of Agreement can be created. This document is known as a Letter of Cooperation. It can be used for signing ceremonies and may be signed by any university representative. While not a binding agreement because it is not signed by a university representative with authority to bind the university, it still must be tracked by the International Outreach Office at the International Center.

** The most important issue for faculty and staff to know is: ***Don't try to do the process yourself!***

Work with your college IPECC rep and the International Outreach staff. **If the MOA is received in the Office of International Outreach without coming from the college IPECC representative, it will be returned to you. This will result in delays.****

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